



Request for Change Order

Procurement Services Division
Attach copies of all prior Change Orders

Date: Feb 21, 2023

MinuteTraq (IQM2) ID #: 23-0945

Purchase Order #: 5698SERV	Original Purchase Order Date: Aug 2, 2022	Change Order #: 1	Department: Public Works
Vendor Name: Weatherproofing Technologies		Vendor #: 13081	Dept Contact: Amy Arlowe/Sandra Martinez
Background and/or Reason for Change Order Request:	Extend contract to 2/28/25. This date extension is needed to reflect the dates on the original proposal. No change in contract total.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- ☒ (A) Were not reasonably foreseeable at the time the contract was signed.
☒ (B) The change is germane to the original contract as signed.
☒ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$40,864.43
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$40,864.43
D	Amount of this Change Order ☐ Increase ☐ Decrease	
E	New contract amount (C + D)	\$40,864.43
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
☐ Change budget code from: _____ to: _____
☐ Increase/Decrease quantity from: _____ to: _____
☐ Price shows: _____ should be: _____
☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Feb 29, 2024 to: Feb 28, 2025
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

<i>MW</i>	x6800	2/24/23	<i>MW</i>	x6800	2/24/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
			<i>MCN</i>		2/27/23
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date